



## Town of Atherton

### CITY COUNCIL STAFF REPORT – CONSENT AGENDA

**TO: HONORABLE MAYOR AND CITY COUNCIL**

**FROM: MIKE KASHIWAGI, COMMUNITY SERVICES DIRECTOR**

**DATE: DECEMBER 18, 2013**

**SUBJECT: BUDGET AMENDMENT FOR ENHANCED MAINTENANCE ITEMS.**

#### **RECOMMENDATION**

Approve the attached budget amendment for enhanced maintenance items directed by City Council on November 20, 2013.

#### **BACKGROUND**

At the November 20, 2013 City Council meeting, staff proposed a “menu” of enhanced maintenance items to the street and park. Council directed that a number of these items be enacted. Staff has prepared a budget amendment to allow payment for these services.

#### **FINDINGS**

A number of the enhanced maintenance items will be performed by amendment of the current contract with MCE. The current contract with MCE expires 06/30/2014. As a result, a number of the items are budgeted only through the end of the current contract term. The remainder of the items tasked through MCE will be bid under the new contract for maintenance for the 2014/15 fiscal year.

Because some of the items are new annualized maintenance programs and others are one-time maintenance improvement projects, staff has worked together with MCE to devise a plan as to which work will be completed or partially completed in the next 6 months and with Council approval will begin January 1, 2014. The items approved by Council with their completion projection percentage in the next six months are listed below:

#### **Safety Improvements**

Item #	Task	Approved Cost	Budget Amendment	% Complete FY 2013/14
1	Increase vegetation trimming for sight distance and sign clearance.	\$15,506	\$7,753	50%

**Enhanced Maintenance**  
**November 20, 2013**  
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2	Clean street signs	\$5,306	\$2,653	50%
3	Perform annual sign reflectivity study	\$1,048	\$1,048	100%
5	Refurbish asphalt walking path at HP Park.	\$12,413	\$12,413	100%
6	Refurbish DG walking path at HP Park	\$2,176	\$2,176	100%
<b>Safety Improvements Total</b>		<b>\$36,449</b>	<b>\$26,043</b>	

**Overall Customer Experience Improvements**

Item	Task	Approved Cost	Budget Amendment	% Complete
10	Perform quarterly street light surveys	\$1,678	\$839	50%
10A	Increase the amount of concrete street markers that are replaced	\$4,120	\$4,120	100%
11	Increase the amount of concrete street markers that are refurbished	\$2,808	\$1,404	50%
12	Increase basic maintenance for litter, restroom, play area maintenance, inspections, irrigation, tree planting and pruning	\$32,470	\$16,370	50%
13	Replace arboretum sign for specimen trees at HP Park	\$775	\$775	100%
<b>Overall Customer Experience Improvements Total</b>		<b>\$41,851</b>	<b>\$23,508</b>	

**Asset Management Improvements**

Item	Task	Approved Cost	Budget Amendment	% comp.
14	Inventory and place ID stickers on all Town owned street lights to assist with lighting issues	\$11,362	\$11,362	\$100
<b>Asset Management Improvements Total</b>		<b>\$11,362</b>	<b>\$11,362</b>	

	Approved cost	Amended Cost
<b>Grand Total All Tasks</b>	<b>\$89,662</b>	<b>\$60,913</b>

The remainder of the Council approved items will be bid out in the next few months due to the larger cost factor for each and the need to follow public contracts code. These items will be listed as Future Enhancements and include:

**AESTHETIC IMPROVEMENTS:**

Item/Location	Task	Amount	Total
#7 - Street	Prep and paint all city owned street light poles (sub-contract)	225	\$39,375
#8 - Park	Hire a Master Gardener to perform monthly detailed duty lists for contracted park personnel to bring landscaping to next level. (P&R request)(sub-contract)		\$30,550

**ASSET MANAGEMENT IMPROVEMENTS:**

Item/Location	Task	Amount	Total
#15 - Street	Perform a ROW tree inventory (sub-contract)	7457	\$11,186

**FISCAL IMPACT**

All enhanced maintenance items listed above will be budgeted from the unassigned general fund reserve balance and placed into street and park maintenance accounts as follows:

<u>Account</u>	<u>Description</u>	<u>13/14 budget</u>	<u>MCE Enhancements</u>	<u>Future Enhancements</u>	<u>Amended Total</u>
101-53-52031-053	Contract DPW Maint	\$255,000	\$29,179		\$284,179
101-53-53013-053	Streetlight repair	\$15,000		\$39,375	\$54,375
101-57-52031-057	Contract Park Maint.	\$167,000	\$31,734		\$198,734
101-57-52017-057	Technical services	\$0		\$41,376	\$41,376
	<b>TOTALS</b>		<b>\$60,913</b>	<b>\$80,751</b>	

**RESOLUTION NO. 13-xx**

**A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF  
ATHERTON APPROVING BUDGET AMENDMENT FOR ENHANCED  
MAINTENANCE ITEMS FOR FY 2013/14**

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**WHEREAS**, the City Council supports the proposal of the enhanced maintenance items to the street and park.

**WHEREAS**, budget adjustment for allocation of contract maintenance, streetlight repair and technical services for MCE in the total amount of \$141,664; and

**WHEREAS**, in review of the Department of Public Works Fiscal Year 2013-2014 Budget, these adjustments are to be made to the Operating Budget as set forth in Exhibit A, attached hereto and incorporated herein.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the Town of Atherton does hereby approve an amendment to the FY 2013-14 Town Budget to enact the changes identified on Exhibit A attached hereto.

**PASSED AND ADOPTED** at a meeting of the City Council of the Town of Atherton held on the 18<sup>th</sup> day of December, 2013 by the following vote:

AYES:            Council members:  
NOES:            Council members:  
ABSENT:         Council members:

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Elizabeth Lewis, MAYOR  
Town of Atherton

ATTEST:

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Theresa N. DellaSanta, City Clerk

APPROVED AS TO FORM:

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William B. Conners, City Attorney

**EXHIBIT A**

**Town of Atherton  
Budget Amendment Request**

Transfer \$141,664 From:

2013/2014  
Un-appropriated General Fund Balance

To:  
2013/2014

101-53-52031-053 Contract DPW Maintenance	\$29,179
101-53-53013-053 Streetlight repair	\$39,375
101-57-52031-057 Contract Park Maintenance	\$31,734
101-57-52017-057 Technical Services	<u>\$41,376</u>
Total Adjustment	\$141,664